



Urban Funding Program Project Development Checklist

Director Approval of a phase is allowed when the project scope has not changed significantly AND TIB funds have not increased more than 15 percent since application.

Design Phase

- _____ Sign the TIB Design Phase Agreement forms and return one original to the TIB office.
- _____ Fill out and return Project Status Report to the TIB office.

Value Engineering Study

- _____ A Value Engineering (VE) Study is required on all projects where the total cost exceeds \$2 million. VE studies should be completed at the 30% design stage.
- _____ Notify the TIB staff to have information sheets sent to you.
- _____ To request a waiver from the VE study requirement, submit a VE Assessment Report prior to 30% design completion. VE Assessment Report Forms are included in the Local Agency Guidelines (LAG) Manual. Attach a total cost breakdown for the project. The Agency will be notified in writing on the outcome of the VE study waiver request.

Construction Phase

Contracts cannot be advertised until TIB has approved the construction phase.

- _____ When design plans are complete and the project is ready to be advertised, submit one completed construction prospectus and required attachments to TIB for approval.
 - For Board approval, submit the prospectus by the twentieth day of the month preceding the month in which project authorization is requested.
 - Projects eligible for Director Approval may be submitted when the project is ready to begin the construction phase.
- _____ A construction sign showing all funding partners, including TIB, and corresponding funding amounts is required.
- _____ After approval, a construction phase approval letter is sent to the agency.

Bid Opening

- _____ After bids are opened but **prior** to awarding the contract, submit a TIB Updated Cost Estimate (UCE) reflecting the low bid. Include the bid tabs. A bid opening UCE can be obtained through your TIB project engineer.
- _____ TIB must give approval to award before the agency can award the contract.

Contract Completion

- _____ After the final costs are determined, submit an Updated Cost Estimate (UCE) reflecting the final project costs. Attach a summary of final quantities. A contract completion UCE can be obtained through your TIB project engineer.
- _____ Submit a Final Request for Payment with two signatures.

Project Audit

- _____ TIB audits the project after the final payment is made. The agency may be contacted during the audit phase.